

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

REPORT OF THE DIRECTOR OF PERSONNEL AND BUSINESS ADMINISTRATION, 1934

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF PERSONNEL AND BUSINESS ADMINISTRATION,
Washington, D. C., September 28, 1934.

SIR: I submit herewith the report of the work of the Office of Personnel and Business Administration for the fiscal year ended June 30, 1934.

Respectfully,

W. W. STOCKBERGER, *Director.*

Hon. HENRY A. WALLACE,
Secretary of Agriculture.

INTRODUCTION

In preparing the accompanying report an effort was made to present as concisely as possible the major activities of the year. Much might be said of the constant, unselfish service of the employees who have had to meet almost unprecedented demands upon their energy and ability. The Office has cooperated with the Agricultural Adjustment Administration to the fullest extent in the work incident to building up the staff of that organization and in providing for its housing.

The work of the Office is set forth under the individual divisions.

BRANCH OF PERSONNEL

DIVISION OF APPOINTMENTS

APPOINTMENTS, SEPARATIONS, AND PROMOTIONS

On June 30, 1934, there were 38,623 persons under appointment in the Department, as compared with 26,544 at the close of the fiscal year 1933, an increase of 12,079 employees. This large increase in the personnel of the Department is due to a gain of 5,020 employees in the Agricultural Adjustment Administration, which was organized May 12, 1933, and increases on account of the allotments of emergency appropriations from the Public Works Administration, the Civil Works Administration, and for the emergency conservation work. Personnel data for the last 4 years are shown in table 1.

TABLE 1.—*Personnel activities of the Department of Agriculture, 1931, 1932, 1933, and 1934*

Year ended June 30	Employees on rolls of Department			Field stations	Employees appointed	Separations from the Department
	Departmental service	Field service	Total			
1931.....	5,639	22,524	28,163	1,451	10,258	7,836
1932.....	5,664	¹ 21,764	27,428	1,451	6,612	7,425
1933.....	5,521	² 21,023	26,544	1,451	3,915	4,721
1934.....	10,032	³ 28,591	⁴ 38,623	1,451	⁵ 31,434	⁶ 19,355

¹ Includes 78 in foreign service.

² Includes 80 in foreign service.

³ Includes 5,132 in Agricultural Adjustment Administration.

⁴ Includes 11,667 in Agricultural Adjustment Administration.

⁵ Includes 6,647 in Agricultural Adjustment Administration.

In addition to the above number there were 969 collaborators serving without compensation on June 30, 1934. The largest number of employees previously in the Department was during the World War period, the total being 25,239 on July 1, 1918.

The Department personnel experienced a turnover of 10.63 percent during the fiscal year 1934 as compared with 3.88 percent during the fiscal year 1933, 5.98 percent during 1932, 7.95 percent during 1931, and 9.79 percent during 1930.

The number of appointments during the fiscal year 1934 was 700 percent more than the number appointed in 1933, while the number of separations was 310 percent more than in 1933. There were 914 changes of assignments involving promotions of employees to fill vacancies in higher grades in 1934 in comparison with 139 in 1933. The so-called "administrative promotions," i. e., promotions within the grade, were prohibited by the Economy Act of June 30, 1932.

Authorities were obtained from the President to fill 5,023 positions in the Department of Agriculture during the fiscal year.

During the year 254 formal applications for positions were received and circulated throughout the Department, as compared with 144 during the fiscal year 1933.

RECORD OF LEAVE

As indicated in the report for last year, statistics for leave during the calendar year 1932 were not available because of legislation changing the procedure of granting annual leave. However, statistics for sick leave for the calendar year 1932 have been compiled. During this year employees were entitled to annual leave from January 1 to June 30. From July 1 to December 31, leave other than sick was charged to the legislative furlough without pay. It may be interesting to note whether or not the changing of the annual leave during this year had any effect upon the amount of sick leave taken. The records show that during the last 8 years men and women working for the Department in Washington took an average of 7.5 days sick leave. For the year 1932 the employees used 7.8 days of sick leave on the average.

In the field, where the limit of sick leave was 15 days, the 8-year average of sick leave taken by the men and women combined is only 3 days, while for 1932 the leave taken was the same as the 8-year average.

Contrary to the common report that Government employees in Washington take 30 days sick leave each year, it is found that during the last 8 years 27 percent of the employees of the Department did not take any sick leave while only 5.6 percent took the full amount of 30 days. In the field 52 percent of the employees took no sick leave, while only 6.7 percent took the maximum of 15 days.

WORK INCIDENT TO APPOINTMENTS, TRANSFERS, AND PROMOTIONS

Personnel changes in the Department necessitated contacts with the Civil Service Commission, and certificates and authorizations were obtained as indicated in table 2.

TABLE 2.—*Personnel changes in the Department of Agriculture, 1931, 1932, 1933, and 1934*

Item	1931	1932	1933	1934
Certificates from register.....	1,420	702	74	1,510
Reinstatement certificates.....	385	212	27	481
Certificates for change in status.....	619	194	108	254
Transfer certificates.....	289	165	69	465
Authorities for temporary appointments.....	762	462	94	4,848
Authorities for extensions of temporary appointments.....	432	443	66	4,031
Authorities for extensions of suspensions.....	11	6	6	3
Civil Service examinations requested.....	132	26	7	29

RETIREMENT RECORDS

During the past fiscal year 259 employees were retired in accordance with the Retirement Act.

Figures showing retirements for the past 4 years are shown in table 3, and the average annuities paid in the various groups are shown in table 4.

TABLE 3.—Number of employees retired, 1931, 1932, 1933, and 1934

Year ended June 30	Annuity retirements in class				Disability retirements in class				Cases disposed of
	Professional	Sub-professional	Clerical, administrative, and fiscal	Custodial	Professional	Sub-professional	Clerical, administrative, and fiscal	Custodial	
1931.....	36	88	20	27	7	17	20	3	307
1932.....	22	41	13	9	8	17	8	10	378
1933.....	81	132	22	28	9	23	19	15	329
1934.....	51	63	58	24	12	12	28	11	259

TABLE 4.—Averages of the annuities in the various groups, 1931, 1932, 1933, and 1934

Group	1931	1932	1933	1934
Professional and scientific.....	\$1,006.77	\$1,100.77	\$1,114.04	\$1,102.22
Subprofessional.....	926.61	972.67	1,012.91	946.81
Clerical, administrative, and fiscal.....	907.88	981.88	963.67	946.83
Custodial.....	749.42	698.57	695.98	757.72

Continuances in the service, which require the approval of the President, were practically eliminated by the Economy Act of June 30, 1932. Only two extensions beyond the retirement age were granted this consideration during the fiscal year, one for the Chief of the Bureau of Plant Industry for 6 months, and the other for the Chief, Division of Soil Survey, in the Bureau of Chemistry and Soils for 1 year.

TABLE 5.—Number of employees who received continuances after reaching retirement age, 1931, 1932, 1933, and 1934

Year ended June 30	Extensions					
	First	Second	Third	Fourth	Fifth	Sixth
1931.....	53	29	3	1	2	1
1932.....	60	35	1	0	0	0
1933.....	1	2	1	0	0	0
1934.....	2	0	0	0	0	0

The scope of the retirement work has greatly widened during the fiscal year and apparently will continue to do so. This is due partly to the new civil service retirement system which requires a monthly statement of the retirement deductions to the credit of the employees who are appointed and separated, and an annual report of the total amount of retirement deductions, deposits, and redeposits, by bureaus.

OFFICE OF CLASSIFICATION

By virtue of an act of Congress (Title 1, Public, No. 10, 73d Cong.; approved May 12, 1933), the Agricultural Adjustment Administration was created. Under the terms of this act the Secretary of Agriculture was authorized to appoint such officers and employees, according to the terms of the Classification Act of 1923 and its amendments, and such experts as were necessary to execute the functions vested in him under the act.

As only 32 positions were termed expert, out of approximately 5,000, the creation of this Administration has greatly increased the classification work of the Department. It became necessary after several months of operation to place a departmental representative in the Agricultural Adjustment Administration with authority to investigate positions and prepare classification sheets for

presentation to the central office under the Director of Personnel. In this connection the Civil Service Commission rendered hearty cooperation.

During the fiscal year a number of reorganizations and readjustments of personnel within bureaus took place, and a vast number of positions in the field service were established, payable from emergency funds, which positions were allocated by this office in accordance with the terms of Executive Order No. 6440, dated November 18, 1933, and subsequent decisions of the Comptroller General.

A summary of this activity over the past 4 years is given in table 6.

TABLE 6.—*Appointments and changes in status of employees of the Department of Agriculture, 1931, 1932, 1933, and 1934*

Year ended June 30—	Appoint- ments to new posi- tions	Changes in duties	Changes to vacancies	Appeals	Total
1931.....	545	430	979	110	2,064
1932.....	187	320	725	23	1,255
1933.....	¹ 246	143	104	5	498
1934.....	² 5,561	³ 1,274	⁴ 2,329	15	9,179

¹ 170 positions were allocated during June 1933 in the Agricultural Adjustment Administration.

² 4,751 positions were allocated in the Agricultural Adjustment Administration.

³ 728 positions were allocated in the Agricultural Adjustment Administration.

⁴ 1,964 changes were made in the Agricultural Adjustment Administration.

BRANCH OF BUSINESS AND FISCAL OPERATIONS

THE DEPARTMENT BUDGET

Funds made available to the Department of Agriculture for all purposes during the fiscal year 1934 totaled \$1,243,547,402. The items are summarized in table 7. The increase in funds, as compared with the fiscal year 1933, was due to emergency, relief, and other recovery measures, the regular funds of the Department having been reduced, as shown by tables 7, 8, and 9.

TABLE 7.—*Department of Agriculture appropriations for fiscal years 1933 and 1934*

Item	1933	1934
Regular appropriations:		
All objects except road construction.....	\$78,095,537	¹ \$72,216,584
Road funds.....	108,905,000	39,457,400
Total.....	187,000,537	111,673,984
Emergency appropriations and allotments:		
Road funds.....	132,000,000	437,791,725
Agricultural Adjustment Administration.....		647,135,000
Public Works allotments (exclusive of road funds).....		25,026,363
Civil Works projects (supervisory allotments).....		885,339
Emergency conservation work.....		21,035,000
Total.....	132,000,000	1,131,873,418
Grand total.....	319,000,537	1,243,547,402

¹ Expenditures limited to \$64,248,777.

An analysis of these funds is shown in tables 8 and 9.

TABLE 8.—Detailed statement of regular Department of Agriculture funds for fiscal years 1933 and 1934

Activity	1933 appropriation	1934	
		Total appropriation	Expenditure limitation
Ordinary activities:			
Office of the Secretary	\$1,206,547	\$1,181,857	\$806,639
Office of Information	1,335,800	1,226,287	999,130
Library	106,100	100,223	85,976
Office of Experiment Stations (exclusive of payments to States)	294,204	226,961	203,245
Extension Service (exclusive of payments to States)	1,688,170	1,533,822	1,215,578
Weather Bureau	4,164,038	3,731,235	2,961,459
Bureau of Animal Industry	15,324,947	14,398,524	11,906,534
Bureau of Dairy Industry	717,448	655,130	550,150
Bureau of Plant Industry	4,268,974	3,884,222	3,294,377
Forest Service (exclusive of forest roads, payments to States, forestry receipts and special funds, and forest-fire deficiency)	10,780,924	9,952,610	7,792,447
Bureau of Chemistry and Soils	1,925,080	1,766,458	1,500,197
Bureau of Entomology and Plant Quarantine ¹	5,623,725	4,984,415	3,747,685
Bureau of Biological Survey	1,756,177	1,356,280	1,079,918
Bureau of Agricultural Engineering	618,690	508,206	424,351
Bureau of Agricultural Economics	6,813,550	6,232,703	4,970,529
Bureau of Home Economics	233,365	212,749	173,116
Grain Futures Administration	218,838	200,000	176,520
Food and Drug Administration	1,716,167	1,589,505	1,510,679
Total	58,792,634	53,791,187	43,308,530
Special items:			
Fighting forest fires (deficiency)	1,000,000		² 412,000
Chinch-bug control (Bureau of Entomology and Plant Quarantine)		1,000,000	975,000
Grasshopper control (Bureau of Entomology and Plant Quarantine)			³ 2,314,100
Total	1,000,000	1,000,000	3,701,100
Payments to States (exclusive of road funds and forest-receipt funds):			
State agricultural experiment stations for research under Hatch, Adams, and Purnell Acts (Office of Experiment Stations)	4,374,000	4,381,000	4,381,000
State colleges of agriculture for extension work under Smith-Lever and supplemental Acts (Extension Service)	8,728,096	8,738,096	8,738,096
Forest-fire cooperation (Forest Service)	1,611,550	1,557,513	1,567,683
Cooperative distribution of forest-planting stock (Forest Service)	79,960	74,730	56,130
Total	14,793,636	14,781,339	14,742,909
Forestry receipts and special funds (Forest Service):			
Refunds to depositors	75,000	75,000	60,000
National Forest Reservation Commission expenses	576	3,600	3,500
Payments to States and Territories (national-forest receipts fund)	568,257	650,861	650,861
Payments to school funds, Arizona and New Mexico (national-forest receipts fund)	21,221	28,456	28,456
Roads and trails for States (national-forest receipts fund)	500,000	370,000	122,280
Cooperative work (contributed funds)	2,344,213	1,516,141	1,516,141
Total	3,509,267	2,644,058	2,381,238
Total ⁴	78,095,537	72,216,584	64,223,777
Road funds (regular):			
Federal-aid highways	100,000,000	35,000,000	35,000,000
Forest roads and trails	8,905,000	4,457,400	4,457,400
Total	108,905,000	39,457,400	39,457,400
Grand total	187,000,537	111,673,984	103,681,177

¹ In anticipation of the consolidation of the Bureaus of Entomology and Plant Quarantine, July 1, 1934, a rearrangement of funds prior to this date was effected which makes it impracticable to show separately the appropriations of these 2 Bureaus for 1934.

² Made available from unexpended balances of salaries and expenses, Forest Service, 1934.

³ Apportioned for expenditure in 1934 out of \$2,354,893 appropriation provided by Agricultural Appropriation Act, fiscal year 1935, and made immediately available.

⁴ Except road funds.

6 ANNUAL REPORTS OF DEPARTMENT OF AGRICULTURE, 1934

TABLE 9.—*Detailed statement of emergency funds available to Department of Agriculture for fiscal years 1933 and 1934*

Activity	1933	1934
Road construction:		
Federal-aid highways.....	\$120,000,000	\$400,000,000
Forest roads and trails.....	10,000,000	25,100,000
Public-land highways.....	2,000,000	5,000,000
Special road grants to certain States.....		7,431,000
Miscellaneous road projects.....		260,725
Total.....	¹ 132,000,000	² 437,791,725
Agricultural Adjustment Administration:		
Direct appropriation (available until expended).....		³ 100,000,000
Advances from Treasury for rental and benefit payments, removal of agricultural surpluses, and administration (reimbursable from processing taxes).....		⁴ 490,385,000
Advances from Treasury for tax refunds by Bureau of Internal Revenue.....		⁴ 19,500,000
Allotment under section 220, National Industrial Recovery Act for corn-hog program (rental and benefit payments) and administration of codes.....		⁵ 37,250,000
Total.....		647,135,000
Public Works allotments (exclusive of road funds):		
Miscellaneous funds:		
Physical improvements and control of tree-destroying diseases and insects and injurious rodents in the national forests.....		14,967,745
Physical improvements at department field stations and in the District of Columbia.....		4,650,582
Special projects (control of plant disease and insect pests, construction of erosion-control nurseries, purchase of land for National Arboretum, and spray-residue investigations).....		5,408,036
Total.....		⁶ 25,026,363
Civil Works projects:		
Allotment to Department of Agriculture from Federal Civil Works Administration for supervision of work-relief projects relating to Department's activities.....		885,330
Expenditures for work-relief projects, covering a miscellaneous group of activities affecting many phases of the work of the Department of Agriculture, including statistical and economic studies, pest-control work, physical improvements, etc.....		(⁹)
Total.....		885,330
Emergency Conservation work (authorized by Emergency Conservation Act of Mar. 31, 1933):		
Acquisition of additional forest lands (allotted for direct expenditure by Department of Agriculture).....		⁷ 20,000,000
Purchase and rental of land for wildlife refuges.....		⁸ 1,000,000
Investigations by Bureau of Chemistry and Soils to determine the selenium content of soils in certain areas.....		⁹ 35,000
Civilian Conservation Corps activities on national-forest and other lands under supervisory direction of Forest Service, and certain special projects of other bureaus of Department carried out by C. C. C. enrollees.....		(¹⁰)
Total.....		¹¹ 21,035,000
Grand total.....	132,000,000	1,131,873,418

¹ Emergency Relief and Construction Act of 1932.² Public Works allotments under National Industrial Recovery Act.³ Agricultural Adjustment Act.⁴ Agricultural Adjustment Act; advanced to June 30, 1934.⁵ National Industrial Recovery Act; unobligated balance to continue available in fiscal year 1935.⁶ Total of \$17,902,932 allotted from Public Works funds, made available by National Industrial Recovery Act; expenditures made through State Civil Works Administrations.⁷ Of the \$20,000,000 made available under Executive Order No. 6208, dated July 21, 1933, \$18,005,000 was financed from National Industrial Recovery Act funds and \$1,035,000 from President's \$899,675,000 fund provided by the Emergency Appropriation Act, 1935.⁸ Allotted to Department of Agriculture under Executive Order No. 6724, dated May 28, 1934; financed from National Industrial Recovery Act funds.⁹ Allotted to Department under Executive Order No. 6235, dated Sept. 5, 1933; financed from National Industrial Recovery Act funds.¹⁰ Financed from emergency funds through War Department, which continue available in fiscal year 1935. The Budget schedules show allotments totaling \$66,651,845, including \$36,111,656 for work on national-forest lands, \$30,316,939 on State and private lands, and \$223,200 for work on bird refuges and for special forest-insect and disease-control projects.¹¹ Unobligated balances to continue available in fiscal year 1935.

DIVISION OF ACCOUNTS AND DISBURSEMENTS

During the 11 months ended May 31, 1934, the Division of Accounts and Disbursements disbursed \$354,546,470.77, exclusive of rental-benefit payments under the provisions of the Agricultural Adjustment Act of May 12, 1933. This involved the examination and payment of 381,866 vouchers and pay rolls and the issuance of 1,016,597 checks on the Treasurer of the United States. Compared with the previous fiscal year, the amount disbursed during this 11-month period was \$121,487,407.89 greater than that for the full 12 months preceding, with an increase of 24,605 in the number of vouchers and pay rolls examined and paid, and an increase of 389,035 in the number of checks issued.

The rental-benefit payments under the Agricultural Adjustment Act, amounting to \$249,478,133.42 additional for the 11 months ended May 31, 1934, were made by a specially organized emergency section of the disbursing office, consisting of a large group of temporary personnel carried on the rolls of the Agricultural Adjustment Administration. These payments required the issue of 2,831,919 additional checks, which were prepared on punch-card forms by means of electric tabulating-machine equipment and automatically signed by electrically operated machines with the facsimile signature of the disbursing clerk, superimposed on a protective background of complicated design. This was the first time in the history of Government disbursing work that checks of this type were used and also the first time that the Treasury Department permitted the use of a facsimile signature on Government checks, without manual countersigning by a duly authorized deputy.

A comparison of the number of vouchers paid and checks drawn with the preceding 5 years is shown in table 10.

TABLE 10.—*Number of vouchers paid and checks drawn, fiscal years 1929 to 1934, inclusive*

Fiscal year	Vouchers paid	Checks drawn	Fiscal year	Vouchers paid	Checks drawn
1929.....	292, 947	473, 384	1932.....	393, 480	658, 338
1930.....	333, 059	546, 145	1933.....	357, 261	627, 562
1931.....	1 374, 349	1 648, 205	1934.....	381, 866	2 1, 016, 597

¹ Exclusive of 89,000 vouchers paid and a like number of checks issued in connection with emergency drought relief and rehabilitation loans to farmers.

² Exclusive of 2,831,919 checks issued for rental-benefit payments under the Agricultural Adjustment Act of May 12, 1933.

The disbursing clerk received from the various bureaus of the Department and deposited in the Treasury to the credit of the proper appropriations and funds or the required general fund revenue accounts, collections of public moneys totaling \$6,402,036.75, exclusive of special deposits of Agricultural Adjustment Act cotton funds placed to his credit directly in the Treasury or Federal Reserve banks instead of being remitted through the disbursing office. The foregoing amount consisted of \$5,484,064.34 in repayments to the proper appropriations or funds and \$917,972.41 in miscellaneous revenues accruing from sales of Government property, services rendered the public, fees for the official inspection, grading, or classification of commodities and from other sources authorized by law. These collections involved the receipt, handling, verification, and posting of 5,366 schedules of collections, comprising 46,340 individual remittances in the form of checks, drafts, money orders, and currency transmitted to the disbursing clerk by the various bureaus of the Department.

The special deposits of Agricultural Adjustment Act cotton funds, mentioned in the preceding paragraph as not being included in the disbursing clerk's regular collection account, amounted to \$140,022,419.54 additional and consisted of: (1) \$55,395,325.82 borrowed from banks and \$3,300,000 borrowed from the Reconstruction Finance Corporation to finance the cotton operations provided for by the act; (2) \$38,944,958.72 borrowed from the Commodity Credit Corporation for making advances to members of the Cotton Producers Pool at the rate of 4 cents per pound on cotton which had been optioned to them by the Government; (3) \$19,018,065 received from the Farm Credit Administration in adjustments on cotton acquired therefrom by the Department; and (4) \$23,364,070 in repayments made by the banks in connection with cotton transactions handled by them for the Secretary of Agriculture.

Under the terms of the Executive order of June 10, 1933, as amended, consolidating all disbursing activities of the Government in the Division of Disbursement, Treasury Department, the disbursing functions performed by the Division of Accounts and Disbursements of the Department of Agriculture were transferred to the Treasury Department on June 1, 1934, together with the personnel engaged in this work and the equipment used therefor. Effective on the same date the departmental accounting functions, previously performed by the Division of Accounts and Disbursements, were transferred to the newly created Office of Budget and Finance.

OFFICE OF ACCOUNTS (OFFICE OF THE SECRETARY)

The Office of Accounts is responsible for the administrative audit and accounting for funds appropriated or otherwise contributed in connection with the broad activities of the Office of the Secretary, the Extension Service, including a large volume of work in connection with the activities covered by allotments of funds from the Agricultural Adjustment Administration, the Office of Information, Grain Futures Administration, and the Office of Experiment Stations. The work necessarily includes continuous study of fiscal procedure, accounting methods, recording and reporting forms, and involves also analyses of results with a view to advancing the adequacy of methods and accomplishment. In addition the Office maintains detailed records of costs by States, activities, and commodities, segregates and reports travel expenses of Washington personnel by States and meetings attended, maintains a record of individual travel expenses classified as to transportation and subsistence expenses and average costs per day of travel, and segregates and reports by classes and bureaus all printing and binding costs for use of administrative officers.

A summary of the routine activities of this Office is shown in tables 11, 12, and 13.

TABLE 11.—*Audit work accomplished, 1931, 1932, 1933, and 1934*

Fiscal year	Claims audited	Purchase orders pre-audited	Contracts audited	Items involved
1931.....	15, 526	5, 869	266	168, 745
1932.....	15, 115	5, 277	226	167, 481
1933.....	14, 482	5, 227	182	¹ 120, 406
1934.....	52, 072	8, 293	158	833, 616

¹ Preaudit before release of 5,409 commitments.

The volume of work handled in the administrative audit section increased about 600 percent over 1933 and was greatly complicated by the requirement for segregating and coding all expenditures under agricultural adjustment programs to States, counties, and commodities in addition to the usual objective classification.

TABLE 12.—*Record of pay roll and miscellaneous items, 1931, 1932, 1933, and 1934*

Fiscal year	Pay roll prepared	Pay-roll items	Letters of authorization written	Collection claims filed	Transportation requests issued	Bills of lading issued
1931.....	3, 138	50, 379	635	186	6, 237	1, 918
1932.....	3, 203	51, 802	507	301	5, 785	1, 711
1933.....	3, 434	52, 592	2, 028	293	5, 862	1, 268
1934.....	25, 124	338, 963	9, 959	270	5, 565	1, 935

On the basis of items alone the pay-roll work has increased more than 1,200 percent, but the required segregation of all Extension Service expenditures on agricultural adjustment programs by States, counties, and commodities, and incidental coding, more than trebled the purely statistical increase indicated.

TABLE 13.—*Funds under direct and indirect control of Office of Secretary, 1931, 1932, 1933, and 1934*

Fiscal year	Aggregate amount	Warranted to States	Offset by States	Supplementary State funds
1931.....	\$33,800,259.97	\$13,012,936.00	\$6,192,936.00	\$8,813,102.18
1932.....	34,278,672.98	13,255,717.00	6,774,514.02	9,000,000.00
1933.....	32,092,729.41	13,181,927.71	6,547,090.28	7,204,760.99
1934.....	41,599,128.03	13,119,096.00	6,198,096.00	4,321,958.40

The work in the administrative accounting section for the fiscal year 1934 showed a proportionately larger increase than indicated for other sections due to number and complexity of commodity budgets and necessary elaboration of records to meet the manifold needs of administrators and budget control. Operation on a cash-withdrawal basis together with requirements of the Economy Act relating to vacancies, legislative furlough, and executive salary reductions required the maintenance of special records and an unusual volume of entries under regular appropriations accounts. Activities under Agricultural Adjustment Administration cooperative field programs increased the bookkeeping work to more than 3,000,000 entries for the fiscal year, as against 600,000 in 1933. Financial reports rendered monthly increased from around 70 in 1933 to over 400 in 1934.

Effective July 1, 1933, all expenses in connection with the purchase, storing, and issue of supplies and/or equipment by the Central Supply Section were required to be charged proportionately as a part of the cost of the materials issued or service rendered, and the necessary overhead and collection accounts were organized and have been maintained in addition to the usual stock account.

Due to the transfer, during the year, of the mechanical shops to the Department of the Interior, the cost-accounting work being handled by this Office was discontinued.

DIVISION OF PURCHASE, SALES, AND TRAFFIC

Progress toward centralization of the supply activities of the Department in the Division of Purchase, Sales, and Traffic, which was suspended following the issue of Executive Order No. 6166 of June 10, 1933, establishing a Procurement Division in the Treasury Department with broad powers of general centralization, was resumed during the latter part of the fiscal year 1934, after the general regulations of the Procurement Division had appeared and the policies of that organization had been announced. One more of the larger bureaus of the Department—the Bureau of Plant Industry—was included in the departmental centralization before the close of the year.

Due to the operation of the many emergency agencies of exceptional size and scope created by the President and the Congress, as factors in the general recovery program, a sharp advance in the volume of business in every major activity of the Division occurred. An account of the operations of the Division and a comparison with those of previous years are given in table 14.

TABLE 14.—*Purchases, sales, and other activities of the Division of Purchase, Sales, and Traffic, 1932, 1933, and 1934*

Item	1932	1933	1934
Bid Section:			
Bid transactions.....number..	4,000	2,831	4,122
Flow of bids:			
First quarter.....percent..	24	28	13
Second quarter.....do.....	15	17	28
Third quarter.....do.....	20	20	21
Fourth quarter.....do.....	41	35	38
Bureau purchase orders in excess of \$500 approved			
number.....	129	70	109
Aggregate amount.....dollars..	163,742.53	53,911.66	346,373.57
Forest-road contracts examined prior to approval by			
Secretary.....number.....	65	145	165
Aggregate amount.....dollars..	3,274,854.68	10,761,152.08	12,164,018.13

10 ANNUAL REPORTS OF DEPARTMENT OF AGRICULTURE, 1934

TABLE 14.—*Purchases, sales, and other activities of the Division of Purchase, Sales, and Traffic, 1932, 1933, and 1934—Continued*

Item	1932	1933	1934
Definite quantity purchases of auto tires and tubes.....dollars.....	¹ 94,000.00	66,978.19	315,726.25
Definite quantity purchases of other supplies.....do.....	21,768.33	20,076.66	23,186.61
Value of surplus field property transferred to other departments.....dollars.....	34,875.45	4,670.00	(²)
Value of surplus field property received from other departments.....dollars.....	179,018.40	83,642.00	(²)
Value of District of Columbia property transferred from one bureau to another in Department.....dollars.....	3,000.00	8,400.00	4,027.13
Initial value of worn-out property transferred to General Supply Committee.....dollars.....	20,782.47	57,713.00	26,860.69
Food samples destroyed.....number.....	1,275	2,755	1,997
Traffic Section:			
Freight routing furnished:			
Less than carload.....do.....	³ 4,149	4,001	7,085
Carload.....do.....	³ 205	383	1,337
Rates furnished:			
Freight.....do.....	³ 6,443	6,982	13,363
Express.....do.....	³ 263	186	181
Passenger.....do.....	³ 1,085	987	8,163
Parcel post.....do.....	³ 75	80	11
Air.....do.....	³ 20	50	0
Itineraries furnished.....do.....	³ 134	500	1,043
Central Supply Section:			
Stock issues during year.....dollars.....	254,261.01	154,591.52	355,283.50
Purchase orders issued to maintain stocks.....number.....	1,569	7,079	9,098
Purchase orders for other activities.....do.....	5,174		
Money value involved, all purchase orders.....dollars.....	593,462.00	565,131.44	1,008,110.75
Experimental byproducts sold:			
For deposit to miscellaneous receipts.....do.....	29,292.60	26,555.74	28,798.86
For cooperators.....do.....	2,734.22	767.56	387.29

¹ Estimated.² Since the Procurement Division took over this item, no record has been kept.³ Approximate figure.

BID TRANSACTIONS

Heretofore the number of bid transactions has served as a reasonably accurate barometer of this important phase of the Division's business and the distribution of this volume throughout the year. Under the emergency purchasing conditions prevailing during 1934, however, this figure, for the year as a whole nearly 46 percent in excess of that for 1933, tells only a part of the story. So many of the individual procurement transactions involved the purchase of such large quantities of equipment or material that the money amount involved in the average transaction handled by the Division in Washington advanced from \$882.34 in 1933 to \$2,980.83 in 1934. It is of significance, also, that the difficulties attendant upon efficient and expeditious purchasing were increased immoderately by the restrictions of the many N. R. A. codes on both bidders and procurement officers and by the eagerness of bidders for Government business in the absence of normal demands for equipment and material by the general public.

AUTOMOTIVE EQUIPMENT

Congress authorized the Department to expend for the purchase of passenger-carrying vehicles during the fiscal year 1934, \$217,440, but of this authorization more than \$20,000 remained unused at the end of the year. The authorizations carried in the Agricultural Act for 1935 have been further reduced to \$197,860 in the aggregate. Truck purchases during the fiscal year, for use principally by the Forest Service in connection with its emergency conservation work and other emergency projects, resulted in the acquisition of 10,000 or more units, the tire requirements alone of the Department, as shown in the tabular data, rising from approximately \$67,000 in 1933 to \$315,726.25 in 1934.

TRAFFIC ACTIVITIES

The summary of items of current work performed by the Traffic Section (table 14) does not include the requisitioning and distributing of transportation requests and bills of lading, handling telephone calls for information, making out travel requests, purchasing tickets, and other detail of current work. Loss and damage claims have been handled and numerous adjustments made on travel and freight charges.

Substantial savings have been made by this Section in travel accounts by advising and assisting the very large travel personnel of the Department, and by individually planning the order of many field trips to economize both time and travel costs.

Thousands of dollars have been saved in this way by use of excursion tickets with possible side trips that otherwise could not have been collected as suspensions on expense accounts by reason of lack of sequence in the specified dates and places of travel as authorized.

Also, material savings have been effected in freight accounts by use of special emergency rates applying on large quantities of specific commodities moving for the Government, and cooperating with the Traffic Section, Procurement Division, in securing such rates, as, in the shipment of material necessary to meet grasshopper and chinchbug eradication.

SUPPLY WORK

The act making appropriations for the Department of Agriculture for the fiscal year ended June 30, 1934, provides:

The appropriations made hereunder shall be available for the payment of salaries of employees engaged in purchasing, storing, handling, packing, or shipping of supplies and blank forms, and the amount of such salaries shall be charged proportionately as a part of the cost of supplies issued, and in the case of blank forms and supplies not purchased from this appropriation, the amount of such salaries shall be charged proportionately to the proper appropriation.

Under this authorization a surcharge plan was adopted to distribute the cost of operation as equitably as possible among the participating bureaus and offices. Separate surcharges, covering the three major phases of the supply work conducted by the Central Supply Section, were established, namely: Storage and issue, purchasing service, and form handling. During the year the rates shown in table 15 were set on the basis of volume of business and cost of operation.

TABLE 15.—*Rates for surcharge, 1933-34*

Period	Storage and issue	Purchasing service	Form-handling charge per month
	Percent	Percent	Dollars
July 1 to Dec. 31, 1933.....	10	1	300
Jan. 1 to Apr. 30, 1934.....	8	1½	300
May 1 to June 18, 1934.....	7	1	300
June 19 to June 30, 1934.....	7	1¼	300

It is of interest to note that these moderate charges adequately covered all operating expenses of the Central Supply Section, including salaries and wages, trucking expenses, telephone, and other miscellaneous expenses, including the purchase of material-handling and other equipment.

On account of the pressing need for warehouse and office space by the Procurement Division of the Treasury Department, which has headquarters in the Federal Warehouse, it was necessary to surrender to that organization approximately 18,000 square feet of floor space on the fourth floor of the Federal Warehouse where the major portion of the Section's supply work is carried on. This loss of storage space caused some congestion because the large volume of business demanded larger stocks and consequently greater storage space.

SURPLUS EXPERIMENTAL MATERIALS

During the year a change was made in the means employed in disposing of surplus materials resulting from experimental work at the nearby farms of the Department. The Department Store, operating under the immediate supervision of the Division, went out of existence, its place being taken by a similar vending agency conducted by the Welfare Association of the Department. The surplus experimental materials are now sold through the new organization, prices being fixed as heretofore by the Division of Purchase, Sales, and Traffic, which also supervises the collection of the proceeds and their deposit in the Treasury to the credit of miscellaneous receipts.

COORDINATING BOARDS

With the establishment of the Procurement Division in the Treasury Department under Executive Order No. 6166, the office of Chief Coordinator was abolished, together with many of the activities thereunder, other activities being continued in more or less modified form under the supervision of the Director of Procurement. Under the new arrangement, the Federal Traffic Board, upon which the traffic officer of the Department represented Agriculture, ceased to exist, the rate and routing work previously performed by the Board being provided for within the new procurement organization. The Federal Standard Stock Catalog Board and the Federal Specifications Board, however, are functioning practically as heretofore under the direction of the Director of Procurement; the chief of the Division of Purchase, Sales, and Traffic continues as this Department's representative on those Boards. Under the new set-up in the Procurement Division, there was created an advisory committee of five members, rotating among the several departments annually, to make studies of matters of policy affecting the various functions of the Procurement Division and to prepare the proper regulations and changes in regulations to make effective execution of the duties as determined upon in the Procurement Division, Branch of Supply, including those of the various coordinating agencies under its control. During the fiscal year the Chief of the Division of Purchase, Sales and Traffic has served as a member of this committee. The Department of Agriculture was also represented on the envelop committee of the Post Office Department by an employee of the Division of Purchase, Sales, and Traffic.

DIVISION OF OPERATION

The appropriations and expenditures for the Office of the Secretary during the past 3 fiscal years are shown in table 16.

TABLE 16.—*Appropriations and expenses, 1932, 1933, and 1934*

Item	1932	1933	1934
Appropriations.....	\$1, 449, 102	\$1, 206, 547	¹ \$1, 181, 857
Expenditures.....	1, 362, 412	1, 001, 945	1, 117, 852

¹ Includes \$17,296 provided in the First Deficiency Act, 1934, for rent of buildings in the District of Columbia.

GENERAL ACTIVITIES

The establishment of the Agricultural Adjustment Administration and the transfer to the Department of the Interior responsibility for the administration of the buildings occupied by the Department of Agriculture in Washington, materially influenced the work of this Division. The creation of the Agricultural Adjustment Administration added to the volume of work so that it became necessary to employ additional personnel, while the transfer of functions of building administration to the Department of the Interior changed the character of administration from that of immediate supervision of the Guard Force, Maintenance Section, and Mechanical Shops, to that of coordinating the work as contact agency.

The tremendous demands for space necessary to house the constantly increasing personnel of the Agricultural Adjustment Administration necessitated the occupancy, early in the fiscal year, of the partially completed portions of wings 2 and 3 of the South Building and the utilization of the Library stack room between wings 4 and 5 of that building, as well as space in temporary structures. Organizations of the Department housed in the Administration Building and the South Building were moved to other quarters or required to very greatly reduce space occupancy. Major portions of the Office of Experiment Stations, the Bureau of Biological Survey, and certain units of the Bureau of Plant Industry and the Extension Service were transferred from the South Building to quarters in temporary buildings. These expedients proved unavailing and it was necessary to operate approximately 75 percent of the personnel of the Agricultural Adjustment Administration upon 2- and 3-shift working schedules. Arrangements were finally made near the close of the fiscal year for the assignment to the Agricultural Adjustment Administration of five floors of the old Post Office Building. This arrangement made it possible to transfer approximately 3,500

employees to this area with corresponding relief to the congestion existing in the Administration and South Buildings, and the making possible of the transfer of the organizations housed in temporary buildings and other structures outside the general Department group. This consolidation of activities was materially aided by the completion of wings 6 and 7 of the South Building with the consequent practical doubling of the area available for utilization in that structure. The transfer of the remaining units of the Agricultural Adjustment Administration to space in wing 7 of the South Building and the rearrangement of the other Department organizations was in process at the close of the fiscal year.

The very great increase in the number of employees and the operation of a considerable portion of these on a 2- or 3-shift basis necessitated an increase in the nursing staff from 1 to 5 employees. With the transfer of a considerable group of the personnel of the Agricultural Adjustment Administration to the old Post Office Building it was necessary to establish a subsidiary emergency room in that structure and to assign 3 nurses for the care of the personnel. The number of patients treated has increased from a monthly average of approximately 500 to in excess of 2,000.

SECTION OF MAIL AND FILES AND POST OFFICE

A count of letters and telegrams received in the file room during particular periods indicated an increase of 396 percent in the number of letters and 96 percent in the number of telegrams received as compared with similar periods during the previous fiscal year. A change was made in the operating procedure in connection with the handling of mail addressed to the Secretary of Agriculture. Previously such correspondence has been opened in the immediate Office of the Secretary and referred to the proper bureau or official for the preparation of the necessary reply. Under the new plan this work as well as the vising of correspondence prepared for the Secretary's signature is performed in the file room. In addition responsibility has been assigned for the safeguarding and filing of all documents approved by the Secretary of Agriculture incident to the operation and enforcement of the Agricultural Adjustment Act.

A count of the mail received in the Department post office indicated an increase of 46 percent over a similar period during previous fiscal years. The working schedule for the operation of the mail trucks has been assigned so as to provide hourly service to and from the city post office. Plans have been developed for the operation of the pneumatic-tube system serving the Administration Building and the South Building.

MOTOR-TRANSPORT SERVICE

The motor-truck pool comprises a fleet of 24 vehicles used for the performance of necessary general departmental work and available for use by the various bureaus and offices of the Department upon call. General departmental service is performed at the expense of the Office of the Secretary but bureau work is subject to reimbursement from the respective appropriations.

TELEGRAPH AND TELEPHONE SECTION

The great increase in the volume of telephone business occasioned an increase in personnel from 4 to 7. The number of telephones in use during the fiscal years 1929, 1930, 1931, 1932, 1933, and 1934, is indicated in table 17.

TABLE 17.—*Number of telephones in use and telegraph messages handled, 1929 to 1934, inclusive*

Year	Telephones			Telegraph messages, incoming and outgoing
	Main stations	Extension stations	Total	
1929.....	700	762	1,462	49,913
1930.....	721	789	1,510	50,430
1931.....	807	905	1,712	61,035
1932.....	918	941	1,859	62,462
1933.....	979	938	1,917	60,257
1934.....	1,424	1,258	2,682	166,158

14 ANNUAL REPORTS OF DEPARTMENT OF AGRICULTURE, 1934

Based on actual count and traffic tests made during the year table 18 represents an estimate of the number of telephone calls made, in comparison with other fiscal years.

TABLE 18.—*Distribution of telephone calls made in the Department of Agriculture, 1932, 1933, and 1934*

Type of call	Estimated number of calls made		
	1932	1933	1934
Branch-to-branch.....	1, 528, 675	(¹)	(¹)
Outgoing trunks.....	199, 979	254, 245	374, 866
Outgoing Government trunks.....	57, 619	62, 635	126, 181
Incoming trunks.....	463, 386	² 552, 300	² 811, 881
Incoming Government trunks.....	105, 507	97, 800	² 203, 490
Outgoing tie lines.....	193, 402	(¹)	(¹)
Incoming tie lines.....	149, 494	² 210, 200	² 311, 150
Outgoing long distance and toll.....		² 12, 123	² 20, 700
Incoming long distance and toll.....		² 10, 250	² 18, 176

¹ Since the introduction of the automatic system no tally can be made of such calls.

² These calls handled by operators.

There were audited 193,412 telegrams for which 253 combined vouchers were prepared amounting to \$117,112.60. For the previous fiscal year the number of telegrams was 150,532, with 248 combined vouchers representing expenditures of \$80,589.16.

There were 305 telephone rental vouchers audited and passed to the various bureaus and offices for payment aggregating \$53,605.15, and 47 long-distance telephone toll bills involving an expenditure of \$50,084.65. This compares with a total cost for long-distance telephone tolls during the previous fiscal year of \$10,659.05.

REAL ESTATE AND HOUSING

The continued development of the Federal building program has made it possible for the Department to occupy space in a number of new Federal buildings throughout the country. Tentative plans and drawings for a considerable number of additional structures have been approved. In addition the Public Works Administration has approved projects involving the erection of several hundred buildings in various locations throughout the country. Despite the increase in the space occupied in Federal buildings there has been only a minor reduction in the amount of space leased, although there has been a marked reduction in the total rentals paid.

The outstanding changes in the housing situation in the District of Columbia were the completion and occupancy of portions of wings 1, 2, and 3 of the South Building, the completion and partial occupancy of wings 6 and 7 of the same building, and the assignment to the Department for the use of the Agricultural Adjustment Administration of five floors of the old Post Office Building. The additional space involved will make it possible for the Department to materially relieve the congestion existing in the South and Administration Buildings, to abandon all of the space occupied in Temporary Building C which is scheduled for demolition, to abandon the numerous small buildings in the neighborhood of Eighth and B Streets SW. which have been utilized, and, with the exception of portions of the Bureau of Animal Industry and the Extension Service, to move all units previously housed in Temporary Building F. Unfortunately the amount of space available will not permit the making of any provision for the Forest Service, the Bureau of Public Roads, and the fertilizer investigation unit of the Bureau of Chemistry and Soils which are located in rented buildings.

Table 19 shows the space occupied by the various bureaus and offices of the Department at the close of the fiscal year and the total rentals paid.

TABLE 19.—*Space occupied by Department of Agriculture and cost of rentals, 1934*

Bureau or organization	Federal buildings		Rented buildings			
	In District of Columbia	Outside District of Columbia	In District of Columbia		Outside District of Columbia	
			Area	Rental	Area	Rental
Agricultural Adjustment Administration.....	<i>Square feet</i> 251,813	<i>Square feet</i> 5,924	<i>Square feet</i> -----	<i>Dollars</i> -----	<i>Square feet</i> 19,972	<i>Dollars</i> 21,980
Agricultural Economics.....	182,147	118,613	-----	-----	120,135	65,331
Agricultural Engineering.....	20,062	7,449	-----	-----	12,692	2,016
Animal Industry.....	89,953	69,582	-----	-----	28,788	30,625
Biological Survey.....	19,853	17,064	-----	-----	26,102	7,757
Chemistry and soils.....	68,224	3,027	69,744	14,000	14,547	3,612
Dairy Industry.....	32,160	-----	-----	-----	200	96
Entomology.....	51,397	13,188	-----	-----	149,526	45,349
Experiment Stations.....	12,694	480	-----	-----	-----	-----
Extension Service.....	38,920	114,679	-----	-----	-----	-----
Food and Drug Administration.....	39,739	63,049	-----	-----	5,151	4,810
Forest Service.....	-----	164,370	55,629	46,841	656,772	156,235
Grain Futures Administration.....	2,700	1,217	-----	-----	6,600	8,900
Home Economics.....	21,611	-----	-----	-----	-----	-----
Office of Information.....	37,448	-----	-----	-----	-----	-----
Library.....	34,139	-----	-----	-----	-----	-----
Plant Industry.....	231,519	6,677	-----	-----	49,051	20,427
Plant Quarantine.....	22,981	23,953	-----	-----	117,244	26,818
Public Roads.....	7,676	44,894	28,482	15,000	72,040	50,252
Secretary.....	139,300	2,596	-----	-----	2,630	2,226
Weather Bureau.....	36,543	137,710	2,180	1,000	62,507	76,159
Total.....	1,340,879	794,472	156,035	76,841	1,343,957	522,593

¹ Exclusive of buildings owned by Department of Agriculture.

A summary of total space occupied by the Department of Agriculture and cost of rentals for the years 1931, 1932, 1933, and 1934 is shown in table 20.

TABLE 20.—*Space occupied by Department of Agriculture and cost of rentals, 1931 to 1934, inclusive*

Year	Federal buildings		Rented buildings			
	In District of Columbia	Outside District of Columbia	In District of Columbia		Outside District of Columbia	
			Area	Rental	Area	Rental
1931.....	<i>Square feet</i> 1,027,686	<i>Square feet</i> 429,140	<i>Square feet</i> 326,629	<i>Dollars</i> 133,945	<i>Square feet</i> 1,317,114	<i>Dollars</i> 745,692
1932.....	1,331,041	601,727	217,817	72,051	1,245,338	694,393
1933.....	1,438,278	773,653	204,929	69,296	1,382,421	589,531
1934.....	1,596,798	794,472	192,779	76,841	1,343,957	522,593

